



USAID
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ANNOUNCEMENT NUMBER: 23-13

OPEN TO: All Interested Candidates / All Sources

POSITION: Project Management Specialist-Social Protection & Family Strengthening; USAID/PEPFAR/PSC; FSN-11

OPENING DATE: March 19, 2013

CLOSING DATE: April 8, 2013

WORK HOURS: Full-time, 40 hours / week

SALARY: Position Grade: FSN-11

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID Locally Engaged Staff (LE Staff) Personal Services Contract positions are open to all residents of Cote d'Ivoire including US Citizens and third country nationals.

Anyone hired under an LE Staff Personal Services Contract position will be paid in accordance with the Local Compensation Plan (LCP). US Minimum Wage applies for US citizens hired to these positions. If the LCP wage is below US Minimum Wage, US citizens will be paid US Minimum Wage.

All applications will be considered on a competitive basis. Veteran's preference and EFM status are not applicable to these positions. US Citizens and Permanent Residents of the US are subject to US Federal and State taxes and local taxes if applicable. It is the responsibility of the incumbent to ensure they are meeting the requirements of their individual situations.

The U.S. Embassy/USAID in Abidjan is seeking an individual for the position of **Project Management Specialist-Social Protection and Family Strengthening** for USAID/PEPFAR Cote D'Ivoire Field Office.

Important: All Applications and Resumes Must be in English

BASIC FUNCTION OF POSITION

The role of the Social Protection & Family Strengthening Advisor (SPFSA) is to serve as the USG/PEPFAR technical expert in social protection, OVC policy, family strengthening, and household economic strengthening, and to manage USAID's orphans and vulnerable children portfolio, currently consisting of four Cooperative Agreements totaling over \$30 million over life of project to build sustainable capacity for OVC service delivery in Cote d'Ivoire.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No. 23-13; Project Management Specialist- Social Protection and Family Strengthening; USAID/PEFAR/PSC

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (20%):** Master's degree in relevant social science field, economics, or related area is required.
2. **Prior Work Experience (40%):** Minimum of five (5) years of experience in community-based care and support for people living with HIV, orphans and vulnerable children impacted by HIV/AIDS, and/or other highly vulnerable populations; including direct experience in at least one of the following areas related to household economic strengthening (i.e. savings groups, income generation activities, etc.), and social protection (i.e. advocacy for social protection policies, promoting donor and ministerial coordination for social protection policies and approaches, implementation of social protection schemes, etc.) is required.
3. **Knowledge (20%):** Sound knowledge of the main technical and substantive issues related to community-based care and support for people living with HIV and/or family-centered assistance for OVC is required. Applied understanding of key concepts, approaches, good practices, and technical issues around household economic strengthening for highly vulnerable populations (such as PLHA and OVC) and child- and HIV-sensitive social protection is also required.
4. **Skills and Abilities (20%):** Good computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) for data analysis and reporting are required. **French Level IV** (Fluency) Speaking/Writing/Reading and **English Level III** (Good working knowledge) Speaking/Writing/Reading are required. ***Language proficiency will be tested.*** Excellent interpersonal and teamwork skills in a diverse, multi-cultural environment are also required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested individuals should submit cover letter and curriculum vitae both in English with details of three referees to:

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: APRIL 8, 2013

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.